



Board of Optometry
400 R Street, Suite 4090, Sacramento, CA 95814-6200
Tel: (916) 323-8720
www.optometry.ca.gov



Request for Approval of Continuing Education Course(s)

**Please type or print
name and mailing
address in the space
provided to the left.**

Requests for approval of continuing education (CE) courses should be submitted on this form. The California State Board of Optometry requires the following information in order to process a course approval request:

- Course title(s)
- Date(s) the course is scheduled to be offered
- Topical outline of the course subject matter
- Any announcements, notices or advertisements of the course
- Curriculum vitae of all instructors and lecturers involved

Requests for approval and the supplemental information should be submitted to the Board office at least 45 days prior to the first date the course will be offered. Requests will be reviewed by staff and forwarded to the CE Committee for final review. If necessary, Board staff will contact the requestor for additional information.

The CE Committee's decision(s) will be noted and a copy of this form will be returned to the provider to serve as official notification of approval and/or disapproval of the course(s). Course approvals are valid for 12 months or until the course is modified. Please remember to include the contact person's name and mailing address in the space provided above.

CE Committee Member